WSP ACCESS CRIMINAL HISTORY CHECKS

208.1 PURPOSE

The purpose of this policy is to provide guidelines for the appropriate access to criminal history records.

208.2 POLICY

All staff shall conduct criminal history checks set forth in the WACIC/ACCESS Manual for dissemination that is governed by federal and state statute laws. All users within Thurston County Sheriff's Office, Corrections Bureau are required to conform to the policies and procedures as a condition of their participation for use of the ACCESS/WACIC system. The following requirements apply.

208.3 DEFINITIONS

ACCESS: A Central Computerized Enforcement Service System.

Acronym List: A list of abbreviated purposes. Only the following acronym will be accepted: **"CLASS" shall mean CLASSIFICATION.**

FBI: Federal Bureau of Investigation

NICS: National Instant Background Check System.

Purpose Code: Reason for running the criminal history query.

QH: A query submitted through WSP ACCESS to determine the existence of a criminal record matching the inquiry. A positive criminal history response contains additional identifying data to associate the record with the person of the inquiry (height, weight, race, fingerprint and/or pattern classification, tattoos, etc.). The response also identifies the database(s) maintaining the criminal history information. With this information, the agency can decide whether to conduct a record request (QR).

QR: Request for a criminal history record from the FBI and/or the participating state(s) maintaining such record.

SID: State Identification Number. Number issued once a person is fingerprinted. This number will remain the same throughout a person's lifetime. The information from each fingerprint will be added to the original record (i.e. arrestees, dispositions, applicant information).

TAC: Terminal Agency Coordinator. The point of contact within the agency who will serve as a liaison between the agency and the state ACCESS Auditors and Trainers.

WACIC: Washington Crime Information Center. State repository for law enforcement data.

WASIS: Washington State Identification System. State repository for criminal history records.

WSP: Washington State Patrol

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Thurston County Sheriff's Office

208.4 CRIMINAL HISTORY TERMINALS

1. Operators within the Thurston County Sheriff's Office, Corrections Bureau shall use terminals only for those purposes that are authorized.

    (a) Inmate classification

    (b) Criminal justice employee and re-background of ACCESS Users

    (c) Vendor, contractor clearances

    (d) Volunteer applicants

2. All Criminal History inquiries will be:

    (a) Kept out of Public View.

    (b) Not ran for personal use.

    (c) Shredded or maintained in the inmate file or secure area.

    (d) Not disseminated to any other agency.

ACCESS requires all personnel who use or work on the connection to ACCESS to have a re-background investigation conducted at least every five years. This mirrors the CJIS Security Policy recommendation

(b) The following queries must be conducted to complete the re-background:

(a) Query Wants History (QWH) – Inquire on the Name and Date of Birth

(a) Use purpose code J

(b) Use re-background as the reason

(b) Query Record (QR) – Inquire on the SID and/or FBI obtained from the QWH transaction

(a) Use purpose code J

(b) Use re-background as the reason

(c) retain the rapsheet/criminal history information

(d) The five year re-background dates must be documented within nexTEST for ACCESS certified users in the fingerprint date field

(e) The five year re-background dates for IT personnel must also be documented. This can be done within CJIS Online or on a separate document

(f) The TAC must notify the Washington State Patrol (WSP) ACCESS Section of any personnel with unescorted access to unencrypted CJI or unescorted access to physically secure locations who have any convictions, any arrest history other than 'dismissed', or who is a fugitive. If the agency chooses to allow the person continued unescorted access, they must ask for a variance. The ACCESS Section Manager will review the request and notify the TAC if the subject is allowed to be around CJI or not

(g) Unless otherwise determined by the ACCESS Section, it will be up to the discretion of the agency whether to limit the use of ACCESS

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Thurston County Sheriff's Office

3**. ALL CRIMINAL HISTORY INQUIRIES MUST INCLUDE A REASON IN THE ATN/ FIELD AND THE REQUESTOR INFO** (requestor's info such as first initial and last name) for Audit compliance. Only the following reasons may be used:

Classification (may use CLASS as an acronym)

(a) Booking

(b) Contractor

(c) Volunteer

(d) Criminal justice employee

Any other reasons must be approved by the assigned TAC in advance.

4. TCCF shall only run a criminal history for specific reasons. The user shall use a purpose code of C when the inquiry is an outside vendor, contractor, volunteer, counselor, medical staff, jail ministries, AA/NA, etc.A purpose code of J will be used when the inquiry is used to background criminal justice staff.

5. Secondary dissemination is not authorized and therefore no maintenance directive is required.

6. All users within Thurston County Sheriff's Office, Corrections Bureau are required to conform to the policies and procedures as a condition of their participation for use of the access/wacic system.

208.5 PUBLIC REQUEST FOR CRIMINAL HISTORY

Thurston County Sheriff's Office, Corrections Bureau will not release Criminal History to unauthorized parties or the public. All public requests for Criminal History will be directed to the Washington State Patrol or to the Washington State Patrol web site. Unless this request is made by an actively incarcerated person for his/her own criminal history.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Thurston County Sheriff's Office